



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 12, 2012

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ORGANIZATIONAL RISK MANAGEMENT WORKSHOP

On February 1, 2012, the Chief Executive Office and the Department of Human Resources will sponsor an informative workshop in the area of risk management. The workshop will be conducted by Gordon Graham of Graham Research Consultants. The workshop, *Organizational Risk Management*, focuses on the five pillars of a successful organization, which will provide County departments with ideas that can be initiated in the workplace to improve performance. Included in this workshop are a series of strategies to identify problems lying in wait and prevent incidents from turning into tragedies. More information on this workshop is attached.

We have designated a maximum of ten seats for each County department. Thereafter, registration will be on a first come, first served basis. Please have your department's training coordinator or other designee email the name, payroll title, and employee number of your participants to Luz Hernandez at lhernandez@hr.lacounty.gov by no later than **Friday, January 27, 2012**. To guarantee your space and the availability of materials, we must receive your registration by this date.

If you have any questions, please contact Director of Personnel, Lisa M. Garrett at (213) 974-2406, or your staff may contact Luz Hernandez at (213) 974-2313.

WTF:EFS
LMG:cg

Attachment

c: Each Supervisor
Chief Deputies
Administrative Deputies
Departmental Human Resources Managers

K:\Letters To Department Heads, Word\01.12.12 Organizational Risk Management Workshop.Docx

"To Enrich Lives Through Effective And Caring Service"

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HR Workshop

Back By Popular Demand

Gordon Graham

Graham Research Consultants
presents

Organizational Risk Management

What is your daily and ongoing responsibility in getting and keeping good people, building good policies, assuring that your personnel are fully and adequately trained, getting supervisors to behave like supervisors, and taking discipline when rules are not being followed? When each of these items is being taken seriously throughout your department – the tasks, incidents and events your people handle will have a higher probability of going right and nasty consequences can be avoided. This class will focus on the five pillars of a successful organization and gives the informed listener ideas that can be initiated in the workplace, immediately upon return, to improve performance.

Who Should Attend?

Department Heads, Chief Deputies, Administrative Deputies, Senior Human Resources Managers, Departmental Human Resources Managers, and Risk Management Coordinators

Each department may send ten (10) participants. Please email the name, payroll title, and employee number of your participants to Luz Hernandez at lhernandez@hr.lacounty.gov. To guarantee space and/or materials, we must receive your registrations by **Friday, January 27, 2012.**

Event Date: Wednesday, February 1, 2012

Registration: 8:00 a.m. to 8:30 a.m.

Workshop: 8:30 a.m. to 12:30 p.m.

**Kenneth Hahn Hall of Administration
Board of Supervisors' Hearing Room, 381-B
500 West Temple Street, Los Angeles, CA 90012**

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DEPARTMENT OF HUMAN RESOURCES